

DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY FIELD ARTILLERY CENTER AND FORT SILL
Fort Sill, Oklahoma 73503

USAFACFS Supplement 1
to AR 420-17

17 January 1979

Facilities Engineering
REAL PROPERTY AND RESOURCE MANAGEMENT

Further supplementation by subordinate commanders is prohibited,
unless specifically approved by Headquarters, USAFACFS.

AR 420-17, 13 December 1976, as supplemented by TRADOC Supplement 1, 1 Nov 77,
is further supplemented as follows:

Page 1-1, paragraph 1-1, Purpose. ADD the following at the end of subpara-
graph b:

The procedures for requesting RPMA Work and Services at Fort Sill.

Page 1-2, paragraph 1-5, Explanation of Terms. ADD subparagraphs ac, ad, and
ae after subparagraph ab.

ac. Real Property Maintenance Activities (RPMA). Operation and provision
of utilities, maintenance of real property, minor construction, and any other
engineering support.

ad. Reviewing Officer. The Commander or Senior Official of a unit/ac-
tivity that is responsible for review of all Facilities Engineering Work
Requests prior to submittal.

ae. Control Office. Office or representative at the separate unit/ac-
tivity level designated by the reviewing officer as a single unit/activity
point of contact with DFAE to coordinate, monitor, and control all unit re-
quests for RPMA work or service.

Page 2-1, paragraph 2-1, General. ADD the following at the end of subparagraph
a:

The Engineer Resources Management Division, Directorate of Facilities Engineer-
ing, is responsible for all RPMA work management principles and planning at
Fort Sill.

Page 2-2, paragraph 2-5, Implementation. ADD subparagraphs a through f:

a. RPMA work accomplished by DFAE falls into three separate categories:
Emergency, Minor Construction, All Other Maintenance and Repair.

b. **Emergencies.** Emergency work is defined as any request received by DFAE which requires immediate correction to eliminate health/safety hazards and/or property damage or loss. Examples are inoperative refrigeration/heating equipment, broken utility lines or equipment, and stopped up plumbing. This type work will be accomplished by Service Order. Emergency requirements arising in units/activities during normal duty hours will be submitted to the respective control office, which will telephonically report the problem to the DFAE Service Order Desk. Family Housing, BOQ, and BEQ occupants may submit reports directly to the DFAE Service Order Desk. Emergencies occurring after normal duty hours may be submitted telephonically direct to the DFAE Service Order Desk by the person discovering the requirement.

c. **Minor Construction.** Minor construction is defined in paragraph 1-3, AR 415-35. Procedures for requesting this type work and actions to be taken are as contained in USAFACFS Supplement 1 to TRADOC Reg 420-2.

d. **Maintenance and Repair.** Maintenance is the recurrent, day-to-day, periodic, or scheduled work required to preserve or restore a real property facility to such condition that it may be effectively utilized for its designated purpose. Repair is the restoration of a failed or failing real property facility to such condition that it may be effectively utilized for its designated purpose. The following step-by-step procedures will be utilized when requesting this type work:

(1) **Requesting Official.** All work will be requested on a DA Form 4283 (Facilities Engineering Work Request). The following blocks on this form will be filled in by the requestor: Building Facility, Date, Short Job Description, Description and Justification of Work to be Accomplished, Describe What Will Happen if Work is not Accomplished, Requestor Information, and Person to Call for Additional Information. The quantity of RPMA work required under normal work conditions generally exceeds the manpower and monetary resources available to DFAE for their accomplishment. To insure that necessary work is accomplished, it is essential that requestors provide justified and substantiated requests. The Description and Justification of Work to be Accomplished block must be concise yet fully explain all work required and must justify why the work is necessary (i.e., mission change, correct health and/or safety hazards, security requirements, regulatory requirement, to prevent further damage to government property, preclude possible fire hazard, welfare of troops, etc.). A sketch or other pertinent information should be attached if available or appropriate. The Describe What Will Happen if Work is not Accomplished block should state anticipated adverse results should the work not be accomplished. Upon completion of this effort, the Work Request should be taken to the appropriate Control Office.

(2) Control Office. The Control Office must maintain a logbook of all requests. Upon receipt of the request, the Control Office will check the DA Form 4283 prepared by subordinate units, organizations, and activities to insure requests are properly prepared. The request should then be entered in the logbook and the document number entered on the DA Form 4283. It is essential that Control Offices do not use the same document number twice in a fiscal year. The "Forward for Approval - To" block should be filled in with the appropriate reviewing officer's signature block. The "Recommended Action" block should be filled in. The Control Office must insure that the "Description and Justification of Work to be Accomplished" block fully discloses all environmental impact. The request should be analyzed IAW AR 200-1 and the "Environmental Impact" block completed. If the requested work is reimbursable, the "Source of Funds" block should have the "Funded Reimb." box checked and the appropriate funds citation entered here. If the work is self-help, "Self-Help" in the "Work to be Performed" block should be circled. The request should then be taken to the Reviewing Officer for his/her approval and signature. The Reviewing Officer is responsible to insure that the work requested is fully justified, essential, and the environmental impact is fully disclosed. After review, sign the DA Form 4283 in the "Forward for Approval - To" block and have the Control Office forward the request to DFAE. Control Offices will be given a computer prepared status report weekly listing all requests submitted to DFAE. Control Offices should advise all personnel preparing requests that all queries and status of requests should be directed to the designated Control Office and NOT TO DFAE.

(3) Directorate of Facilities Engineering. The DFAE will receive and review all work requests in regard to need, available funds, manpower assets, environmental impact, future facilities utilization, and work to be accomplished. Upon completion of the review, approve or disapprove the request. All approved requests will be accomplished as priorities and resources dictate. The Control Offices will be furnished one copy of the Job Order Request/Individual Job Order Status Report each week.

e. Estimated Cost of Damage (ECOD). When a unit/activity requires an estimated cost of damages, procedures for requesting same will be as stated in d above. A copy of the estimate will be sent to the requestor. Any temporary repairs required to correct immediate security or safety hazards will be accomplished on the same request. When the requestor has completed the Report of Survey authorizing the repair work or a Statement of Release authorizing the repairs, a new DA Form 4283 will be submitted requesting repair. The new request will reference the old request for ECOD document number.

f. Suggestions. The suggestions referenced here are the ones that will require DFAE support to accomplish. All suggestions which require support work from DFAE will be sent to DFAE with a DA Form 4283 Work Request

APPENDIX D

U-DO-IT - PROCEDURES

D-1. Purpose. To establish procedures for units and activities to accomplish certain work in their facilities, which is beyond the normal maintenance and repair scope of the Self-Help Program. Also, to establish procedures for the issue of needed engineer materials and supplies for organizational use.

D-2. Applicability. This appendix applies to all organizations and personnel involved in the U-Do-It Program.

D-3. General.

a. The U-Do-It Program allows for the accomplishment of projects which are beyond the scope of normal self-help work, but still within the capability of the units to complete. These projects are carefully screened by U-Do-It personnel to ensure the work is authorized, and can be accomplished by the unit.

b. Units can accomplish many projects through the U-Do-It Program. Types of projects the units can do include installing drop ceilings, painting, wallpapering, constructing or removing non-load bearing walls, and adding light fixtures.

c. The DA Form 4283 (Facilities Engineering Work Request) will be used to request approval for a project. Any construction that affects the real property of the installation must be approved on a DA Form 4283 by the Directorate of Engineering and Housing (DEH), and the materials must be issued from DEH, Supply Division. Any construction with materials not obtained through DEH, Supply Division, or without an approved DA Form 4283 will be considered unauthorized construction, and will not be tolerated. Action to recover government losses in material and damage can and will be taken.

d. Personnel from the U-Do-It Center will provide the material and manpower estimation, construction instructions, and continuous inspection throughout each project.

e. The U-Do-It Center will provide the necessary tools and equipment not organic to the unit, or guidance on where to procure them, for every project. The center has carpenter boxes, power tools, etc. A complete list of available tools and equipment is in paragraph D-5.

D-4 Project Initiation.

a. Requests for U-Do-It work and materials will be submitted to DEH, Engineer Resources Management Division, Work Reception Branch on a DA Form 4283, with this statement: "This is a U-Do-It Project." in the block titled "Description and Justification of Work to be Accomplished." The following information will also be provided:

- (1) Who? Requesting unit with requester ID.
- (2) What? Work to be done and materials/supplies required.
- (3) Where? Exact location where work will be done (i.e., building and room).
- (4) Why? Narrative justification for materials.
- (5) How? How work will be done and by whom.
- (6) Signed by an O-5 or above.

b. DEH Operations will evaluate each project to determine if it is authorized and within the capability of the organization prior to approval. Approval/disapproval may be granted by the Director or Deputy Director of the Directorate of Engineering and Housing.

c. Organizations will be telephonically notified when a work request is approved and materials are ready for issue. If materials are not picked up within 30 days after approval, the work request will be cancelled.

d. All work will be completed within 60 days of issue of materials. This is necessary to prevent loss or misappropriation of materials and supplies.

e. Requests for engineer materials and supplies to be used in projects not affecting real property facilities will be submitted using a DA Form 2765-1 (Request for Issue and Turn-In) to the DEH, Operations Office or the U-Do-It Program Manager for approval.

1) The DA Form 2765-1 will be completed according to procedures in HQ USAFACFS Regulation 725-

(2) A statement of assurance that the materials will not be used in real property facilities will be entered on the reverse of the top and bottom copy of the DA Form 2765-1. A statement of the intended use of the materials will also be added, then signed by the unit commander.

D-5. Equipment and Tools. The following is a list of some of the tools, equipment, and materials available for approved projects at the U-Do-It Center. This is not a complete list, but provided as an idea of the type of equipment and supplies available.

Carpentry Tools

Levels
Hammers
Hand saws
Screwdrivers
Nails sets
Squares
Power tools
Routers
Drills
Skill saws
Table saws
Sabre saws
Hammer drill
Sanders

Masonry Tools

Trowels
Floats
Vibrator
Edgers

Materials

Lumber
Concrete
Wallpaper
Paint
Light fixtures
Ventilation duct work
Windows
Electrical switches and outlets

D-6 References.

- a. Army Regulation 420-17, Real Property and Resource Management
- b. TRADOC Supplement 1 to AR 420-17, Real Property and Resource Management
- Army Regulation 420-22, Preventive Maintenance and Self-Help Programs
- d. TRADOC Regulation 420-5, Preventive Maintenance and Self-Help
- e. USAFACFS Regulation 725-1, Supply Standing Operating Procedures
- f. Technical Manual 5-610, Preventive Maintenance: Facilities Engineering, Buildings and structures
- g. Training Bulletin Engineer 402, Facilities Engineering Self-Help Program
- h. DA Pamphlet 420-6, Facilities Engineering Resources Management System